

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

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| CLASS TITLE: ADMINISTRATIVE APPEALS COORDINATOR | |
| DATE CLASS ESTABLISHED: 12/01/2002 | DATE OF LAST REVISION: 09/01/2007 |
| SELECTION METHOD: 100% QUAL | SALARY: (MIN-MID) \$3,269 - \$4,086 GRADE O |

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree.

EXPERIENCE: Must have four years of administrative experience in addition to two years of KRS experience.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: none

EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis. Administrative or clerical experience at KRS will substitute for required experience on the basis of one year experience for two years of required experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Coordinates and schedules administrative appeals with members, members' attorneys, staff attorneys, hearing officers and hearing room calendar; coordinates and schedules Administrative Appeals Committee and Disability Appeals Committee meetings with trustees and staff and Board room calendar; oversees preparation of hearing documents; audits files to assure completion and drafts appropriate documents; reviews training needs of hearing officers; provides support to executive staff in carrying out the hearing responsibilities of the agency; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Interprets and applies departmental rules, regulations, statutes, procedures and policies as they relate to administrative appeals hearings, meetings of Administrative Appeals and Disability Appeals Committees of the Board of Trustees. Performs detailed administrative functions such as researching, collecting, assembling, tabulating data, auditing retirement files for high three/five years salary, service, proper document completion and proper procedures leading up to hearing, eligibility for reemployment to be used in the development of bulletins, billings, reports and other informational materials and editing/updating documents/materials/manuals including style/format, maintaining employee attendance records.

Oversees daily processing of mail (including accurate moving and indexing of imaged documents) for area, maintenance and preparation of files and documents (including the copying of voluminous original and technical documents) to be mailed to members, attorneys and trustees and circulated to appropriate staff, the preparation of documents for imaging. Operates various office equipment such as PC, copier, printer, calculator, microfilm, facsimile or audio-visual equipment.

Answers complex retirement benefit, retired-reemployed eligibility, contract, and hearing questions by phone, mail or email. Advises member of need for necessary forms and/or documents. Coordinates workflow in order to assure compliance with hearing process. Serves as liaison with Workers Compensation and other agencies regarding disability. Drafts technical correspondence regarding contracts, retired-reemployment eligibility/status, hearing officer training, administrative hearings and processes. Advises regarding QDRO law compliance. Review personal service contracts to determine retirement status. Reviews retired-reemployed documents to determine validity, eligibility and status regarding retirement. Prepares requests for proposals for physicians and hearing officers. Coordinates hearing officer training. Supervises Administrative Assistant. Prepares summary reports.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.